## Checking Patient Authorisations for both

## Regular and Travelling Patients

This tip sheet will outline how to check the details of a patient who is authorised to receive Immunoglobulin product.

**Please note:** Checking that the patient you are dispensing product to has a current authorisation is now the responsibility of the dispenser, this is no longer undertaken by the Australian Red Cross Blood Service.

**Checking a patient authorisation you are the nominated dispenser for**

1. To check on the authorisation of a patient for whom you are the nominated dispenser, go to the *Authorisation* tab and click *Authorised Patients*. **Note: only approved patients will appear.**
2. To view the authorisation of a patient you are nominated as the dispenser for, locate them on the Authorised Patients list and click on the Authorisation ID.
3. The *View Authorisation* screen includes the details of the patient, the status of their authorisation, their treatment plan, authorisation period and any current dispense requests or available doses.

**Checking on a patient authorisation for a travelling patient or for a patient not usually dispensed for by your site**

1. To view an authorisation for a patient who has travelled from another site and requires treatment, or who is usually dispensed for by another site, go to the *Authorisation* tab and click *Check Authorisation.*
2. On the *Check Authorisation* page, you will be presented with a search function for specific patient authorisations. Searches must include either Authorisation Number or a minimum of two identifying values (where Given and Family Name together is one). The search will only provide a returned result for exact matches and will not return results for incomplete or partial matches. Once you have entered enough information, select the scope of the search: facility, State/Territory or National.

 **Note: If searching at either a State/Territory or National level, you will be asked to provide a reason for searching across patient details outside your facility. Nominate the reason from the drop down list and click search.**Once a matching record has been found, the active authorisation for that patient will automatically appear on-screen as the View Authorisation page. This will include their treatment plan and dispensing history, as well as any current dispense requests placed.